



THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P.O. Box 52428, Nairobi, 00200, Tel +254(020) 343672, 2249974, 2251300, 341639

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke

NAME: MRS VERONICA CHEPKIRUI ROTICH



Current Designation:	Executive Secretary, ACADEMIC AND STUDENT AFFAIRS (ASA)
Office Telephone:	+254(020) 2219929, 3341639, 3343672
Official Email:	veronica.rotich@tukenya.ac.ke
Consultation Hours:	8AM-5PM MON - FRI

EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Bachelor of Technology (B.Tech)	OFFICE ADMINISTRATION AND TECHNOLOGY	THE TECHNICAL UNIVERSITY OF KENYA(Kenya)	2022
Higher Diploma	SECRETARIAL MANAGEMENT	THE KENYA POLYTECHNIC UNIVERSITY COLLEGE(Kenya)	2008
Certificate	SECRETARIAL MANAGEMENT & TRAINING	KENYA INSTITUTE OF ADMINISTRATION(Kenya)	2009
Certificate	KENYA BUSINESS EDUCATION	BLANES SECRETARIAL COLLEGE(Kenya)	2006
Certificate	SECRETARIAL STUDIES	RIFT VALLEY TRAINING INSTITUTE(Kenya)	1995
Short Course/ Training	MANAGEMENT DEVELOPMENT PROGRAMME FOR EXECUTIVE ASSISTANTS	EASTERN & SOUTHERN AFRICA MANAGEMENT INSTITUTE (Kenya)	2006

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
01/07/2015 - TO DATE	TECHNICAL UNIVERSITY OF KENYA	assistant executive Secretary
2013 - 2015	NATIONAL POLICES SERVICE	OFFICE ADMIN: